

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS  
PROBATION & PRETRIAL SERVICES OFFICE



## JOB ANNOUNCEMENT

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Position Title:	Systems Specialist/Programmer (2015-04)
Location:	Little Rock, Arkansas
Opening Date:	August 6, 2015
Closing Date:	Open Until Filled, <i>Review of resumes upon receipt</i>
Starting Salary/Range:	\$46,835 - \$76,152 (CL-27/01 - CL27/61)* *Depending on qualifications and experience
Tour of Duty:	Full-time

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**Position Overview:** The United States Probation & Pretrial Services Office, Eastern District of Arkansas, is recruiting for a full-time Systems Specialist/Programmer. This is a challenging and exciting opportunity for someone with strong interpersonal skills, work ethic and desire to learn. Responsibilities include, but are not limited to, server administration; application development and support; and help desk support. Experience with Windows Server 2008, MSSQL, VMware and programming skills in SQL, C#, Java, Javascript or Perl are preferred. This position is in a fast-paced team environment, with a strong commitment to training and provides unique opportunities to use a variety of skills.

**Qualifications:** Two years of specialized experience in Information Technology, including at least one year equivalent to work at the CL-25 or educational substitutions may apply. The ability to identify and resolve problems with software applications, hardware and peripherals is required. Requires the ability to lift 50 pounds due to moving, connecting and troubleshooting equipment.

Employees of the United States Probation & Pretrial Services Office are entitled to benefits which can be reviewed under the "Careers" tab at <http://www.uscourts.gov>. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The selected candidate must successfully complete an FBI background check conducted by the Office of Personnel Management (OPM) as a condition of employment.

**Application Procedures:** Applicants must submit a detailed resume, outlining all relevant education and work experience. Access and download the complete position description and this job vacancy announcement by visiting the careers page at <http://www.arep.uscourts.gov>. Electronically transmit your application documents to [arepdb\\_humanresources@arep.uscourts.gov](mailto:arepdb_humanresources@arep.uscourts.gov).

You may also forward a hardcopy of your application documents by postal mail to the address that is provided below:

**Margaret Hoskyn, Administrative Assistant  
U.S. Probation & Pretrial Services Office  
600 West Capitol Ave., Room A226  
Little Rock, AR 72201**

**The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the job announcement or to fill the position earlier than the closing date, any of which actions may occur without prior written notice.** If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select from the original qualified applicant pool.

\*\*\*\* An Equal Employment Opportunity Employer \*\*\*\*